

Southwark Schools Outbreak Control Plan

Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Date Last Updated: Monday 11th October 2021

Overview

This outbreak template is intended to support the Head Teacher, or other elected COVID-19 lead, at the school to develop an outbreak control plan. This plan is broken into three sections:

1. Prevent – *general measures to stop the spread of COVID-19*
2. Identify – *how to identify if you have cases of COVID-19*
3. Control – *what to do following identification of positive cases of COVID-19*

Setting:

Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery school are Nursery Schools in Southwark. It has a population of c. 200 students aged between 2 – 5 and c. 53 staff at Kintore Way and 65 children 23 staff.

It is located at: Kintore Way – 97-102 Grange Road, Bermondsey, London, SE1 3BW

The Grove Nursery School – Tower Mill Road, London, SE15 6BY

Principles:

This outbreak control plan is based on [Southwark Council's Outbreak Prevention and Control Plan](#) and national guidance.

Useful links for national guidance:

Schools Guidance: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Managing COVID-19 in Education Settings:
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

Actions for schools during a COVID-19 Outbreak:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Positive Case and Household Contact Guidance:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

General Contacts Guidance: <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Definitions¹:

Possible Case of COVID-19: An individual who has developed symptoms of COVID-19, or who has received a positive LFD test result.

Case of COVID-19: An individual who has tested positive for COVID-19 on PCR.

Cluster: Two or more PCR-confirmed cases of COVID-19 among students / staff associated with the school with test dates (or symptoms start dates) within 14-days of each other.

Outbreak: Two or more PCR-confirmed cases of COVID-19 among students / staff associated with the school with test dates (or symptoms start dates) within 14-days of each other and there is an identifiable link between cases.

- E.g. cases known to have been under one metre face to face, or spending more than 15 minutes within 2 metres of each other.

Useful Contacts

Self-Isolation Service Hub 020 3743 6715

Southwark Council Public Health Team

- Monday to Friday, 9am – 5pm
- E: publichealth@southwark.gov.uk

LCRC (PHE London Coronavirus Response Cell)

- Monday to Sunday, 9am – 5pm
- E: lcrc@phe.gov.uk
- T: 0300 303 0450

Department for Education COVID-19 Helpline

- Monday to Friday, 8am – 6pm
- Saturday to Sunday, 10am – 6pm
- T: 0800 046 8687

Prevent

General measures on preventing spread of COVID-19 through the school.

<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Keeping the school clean reduces the potential for coronavirus to spread. It is a key part of making, and keeping, your school safer. <p>Useful link: HSE Cleaning</p>	<p>Premises cleaned every afternoon when the building is empty by professional cleaning company. Touchpoints cleaned throughout the day.</p>
<p>Hygiene and Handwashing</p> <ul style="list-style-type: none"> ▪ Regular handwashing and good hygiene reduces the potential for 	<p>All staff and children are reminded to wash hands throughout the day. Antibacterial gel available at different areas of the school.</p>

¹ <https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters/covid-19-epidemiological-definitions-of-outbreaks-and-clusters-in-particular-settings>

<p>coronavirus to spread. It is a key part of making, and keeping, your school, students and staff safe.</p> <p>Useful link: HSE Handwashing & Hygiene</p>	
<p>Ventilation and air conditioning</p> <ul style="list-style-type: none"> Good ventilation (including air conditioning) can help reduce the risk of spreading coronavirus. <p>Useful link: HSE Ventilation</p>	<p>Air conditioners used pull in air from the outside. All windows in areas of use open at all times.</p>
<p>Communicating COVID-19 prevent measures to Staff and Students</p> <ul style="list-style-type: none"> This can help encourage adherence <p>Useful link: HSE Talking to Staff</p>	<p>Constant reminders to staff about measures, signs at entrance of school to use anti-bacterial gel available at the entrance, strongly recommend that they wear masks, providing additional space for break rooms, ensuring windows are open for good ventilation.</p>

Identify

Identifying cases of COVID-19 in the setting to prevent further transmission and spread.

<p>Reporting and Recording of Single Cases</p> <ul style="list-style-type: none"> Schools need to be aware of students or staff who test positive for COVID-19. There should be a clear reporting system for students and staff to report if they have tested positive for COVID-19. The school should maintain a record of cases of COVID-19 linked to the school. This should be maintained according to appropriate Information Governance legislation. When the notifiable threshold has been reached – the school should notify either the LCRC or Southwark Public Health Team that they have several cases of COVID-19. <p>Useful link: Contingency Framework: Education and childcare settings</p>	<p>All staff and parents of children are asked to report outcomes of PCR tests, whether they are positive or negative.</p> <p>If a positive case is reported, then a trace is completed on close contacts to identify anyone who needs to self-isolate or be tested.</p> <p>Parents and staff are notified of the positive case and adjustments are made to the service where necessary.</p>
<p>Testing</p> <ul style="list-style-type: none"> Regular asymptomatic testing (LFD) proactively identifies cases of COVID-19. 	<p>The school provides both lateral flow tests and PCR tests to staff and sometimes children. The staff are encouraged to complete a Lateral Flow Test twice a week and report it to the Office Manager of each school.</p>

<ul style="list-style-type: none"> Please check latest guidance on testing recommendations. <p>Useful link: Schools Guidance Testing</p>	
<p>Contact Tracing [guidance correct at 19/08]</p> <ul style="list-style-type: none"> Contact Tracing proactively identifies people who have been exposed to a case of COVID-19, and are at risk from developing the disease themselves. U18s and those who are double vaccinated no longer need to self-isolate. However adults who are not double vaccinated do. Schools no longer have to contact trace students, however, they still have responsibilities as a workplace to contract trace staff. <p>Useful link: Contingency Framework: Education and childcare settings (p.11)</p>	<p>When staff test positive with a PCR test they are required to provide Track and Trace their contacts names and phone numbers.</p> <p>School notifies the self-isolation hub of any staff who are contacts and have to self-isolate due to being in contact with a positive case.</p> <p><u>Self-Isolation Service Hub</u> <u>020 3743 6715</u></p> <p><u>The person who has tested positive needs to provide the school with their Track and Trace ID</u></p> <p>When staff notify the school that they have tested positive, they are required to provide names of any contact they may have had with other staff children, parents and visitors, as much as they can remember. Those staff are then contacted and are either requested to self-isolate or are informed they can still attend work (if they are double vaccinated) unless they start to show symptoms, in which case they are required to complete a PCR test and isolate if they test positive. If they test positive, they must let the school know.</p>

Control

Measures to control an outbreak of COVID-19 in the school setting.

<p>Reporting and Recording</p> <ul style="list-style-type: none"> Please see previous information in Identify section on Reporting and Recording When the notifiable threshold has been reached – the school should notify either the LCRC or Southwark Public Health Team that they have several cases of COVID-19. [Correct at 31/08/2021] For most education and childcare settings, notification is at whichever of these thresholds is reached first: 	<p>Absence information is recorded for both staff and pupils. This includes if the staff are self-isolating and working from home.</p> <p>Any outbreaks of more than 5 cases are reported to Southwark Public Health and LCRC.</p> <p>Face masks to be worn in communal areas</p> <p>Outdoor learning on offer as much as possible</p> <p>Enhanced cleaning introduced</p>
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<ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ○ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>Useful link: Latest thresholds and advice</p>	
<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Following a positive (or suspect case) of COVID-19 the areas the case has been need to be cleaned. <p>Useful link: Cleaning Guidance</p>	<p>After a positive case is reported, the cleaning company is contacted and required to carry out a deep clean of the area in which the person works. This is usually done the same day as the company is notified and is completed before the area is used again.</p>
<p>Point of Contact</p> <ul style="list-style-type: none"> ▪ As part of responding to an outbreak the school may need to be involved with meetings and actions organised by the Local Authority Public Health Team, or the LCRC. ▪ The school should identify in advance who will be responsible for attending these, and leading on actions identified to halt the outbreak. <p>Useful link: Contingency Framework: Education and childcare settings</p>	<p>Rebecca Sherwood is the Executive Headteacher of the Federation. When there is a notification of a positive test, she will inform the SLT of the school effected. Some of the SLT also work across both schools.</p>

Scenarios

Based on the actions described in the tables above, please summarise the actions the school would take for the following scenarios:

1. Student or Staff member reports COVID-19 symptoms whilst at school

Staff member or pupil are sent home. Staff member sent home with PCR test and asked to complete it. Pupil collected by parent and parent instructed to have a PCR test carried out or keep the child at home to isolate for 10 days.

2. Student/Parent notifies school that they have tested positive for COVID-19

Date Created: 31/08/2021

Contact: publichealth@southwark.gov.uk

The school will identify any adults and other children the pupil may have had contact with. Staff informed that they will need to isolate if they are not double vaccinated. Children under 18 not required to isolate, but instruct parents to notify the school if their child start to show symptoms.

3. Staff member notifies school that they have tested positive for COVID-19

Staff member is asked who they may have had contact with. They are required to isolate for 10 days from first day of symptoms or if asymptomatic, they isolate for 10 days from result of positive test. Any close contacts who are not double vaccinated asked to isolate for 10 days and work from home. Double vaccinated staff continue to work unless they start showing symptoms.

4. There are multiple cases of COVID-19 between students and/or staff known to have interacted with each other, all within a short space of time (outbreak)

Southwark Public Health and LCRC are notified if there are 5 or more positive cases for staff and / or children. Contact Self Isolation Hub to check if required to report to them. DfE helpline available for guidance if required.

5. There are multiple cases of COVID-19

As above.